

201 KAR 12:010. Administrator's duties.

RELATES TO: KRS 317A.030, 317A.040

STATUTORY AUTHORITY: KRS 317A.040

NECESSITY, FUNCTION, AND CONFORMITY: KRS 317A.040 requires the employment of an administrator to coordinate the examinations, inspections, and supervise the general office functions of the agency.

Section 1. The administrator shall serve as the board's liaison officer and coordinator in all administrative matters.

Section 2. The administrator shall have full powers to inspect any establishment licensed by this board or investigate any reported illegal practice.

Section 3. The administrator shall have the power for and on behalf of the board to issue subpoenas for licenses, for the attendance of witnesses, and the production of such records, documents, and material as may be necessary in the conduct of board meetings.

Section 4. The administrator shall assist the members of the board in the giving and supervising of examinations.

Section 5. The administrator shall fill all merit positions from the merit register as required by the Department of Personnel statutes and rules and administrative regulations. Any or all dismissals of employees shall be made by the majority decision of the board with notification to be made by the administrator. Any suspension or disciplinary action may be made by the appointing authority of the board. (KBHC:Adm:1-1; 1 Ky.R. 720; eff. 5-14-75; Am. 11 Ky.R. 1437; eff. 5-14-85; 20 Ky.R. 1026; eff. 1-10-94.)